



LOUISVILLE/JEFFERSON COUNTY METRO REVENUE COMMISSION

FORM W-3

ANNUAL RECONCILIATION OF EMPLOYERS QUARTERLY RETURN OF OCCUPATIONAL LICENSE FEES WITHHELD AND INDIVIDUAL EMPLOYEE STATEMENT

☐ CHECK IF CHANGED

Name _____
Address _____
City _____ State _____ Zip _____
Federal ID _____ Phone _____ Ext _____

**NOTE: NO REFUNDS OR CREDIT WILL RESULT FROM
ENTRIES MADE ON THIS FORM. W-1 RETURN MUST BE
AMENDED FOR REFUNDS OR CREDITS.**

ACCOUNT NUMBER

YEAR

DUE DATE

QUARTER ENDING

**AMOUNT THAT SHOULD
HAVE BEEN PAID**

1. MARCH 31ST

\$

2. JUNE 30TH

\$

3. SEPTEMBER 30TH

\$

4. DECEMBER 31ST

\$

5. TOTAL QUARTERLY TAXES THAT SHOULD HAVE BEEN PAID (Sum of Lines 1 - 4)

\$

6. TOTAL TAXES WITHHELD PER SCHEDULE OF EMPLOYEES' WAGES ATTACHED

\$

7. DIFFERENCE BETWEEN LINE 5 & LINE 6

\$

☐ W-2's filed magnetically/electronically with the Louisville/Jefferson County Metro Revenue Commission

AUTHORIZED SIGNATURE

DATE

INSTRUCTIONS FOR ANNUAL RECONCILIATION OF WITHHOLDING TAXES

Wage and Tax Statements should be submitted for only those employees that earned wages while working in Louisville Metro, Kentucky. Amended W1's must be submitted for any quarter that has been over or underpaid. If additional tax is owed (Line 7), a check for the additional payment must be attached. Do not include the payment with your 4th quarter return.

This reconciliation form must be filed with the LOUISVILLE/JEFFERSON COUNTY METRO REVENUE COMMISSION, 101 South 8th Street, Louisville, Kentucky 40202, **on or before January 31st**. Employee W2 forms can be forwarded to the Metro Revenue Commission in IRS format, either magnetically or electronically through the web or mailed. Visit our website, at www.metrorevenue.org, for a current list of acceptable magnetic media. **If submitted in this manner, please check the box 'W2's filed magnetically/electronically' above and return to our office.**

W-2 information and the Annual Reconciliation (Form W-3) should be mailed **separately** from the 4th quarter withholdings tax return. If no W-2 will be filed, complete the Schedule of Employees' Wages on the reverse side of this return.

MAILING ADDRESS: P.O. BOX 35410 • LOUISVILLE, KENTUCKY 40232-5410

Telephone: (502) 574-4860 • www.metrorevenue.org • Fax: (502) 574-4818 • taxhelp@revenue.org • TDD: (502) 574-4811

SCHEDULE OF EMPLOYEES' WAGES

The Form W-3 must be accompanied with a Schedule of Employees' Wages showing: 1) name and address of employee; 2) Social Security number of employee; 3) gross earnings paid before any payroll deductions; 4) amount of Louisville Metro, Kentucky, Mass Transit, and School Boards' Occupational Taxes withheld for each employee, if Employee W2 Forms are not reported magnetically or electronically. The total of all occupational taxes withheld may be reported as one amount for each employee.

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